Security Cooperation Information Portal (SCIP)

Ad Hoc Query Instructions

To Produce

Monthly FMS/SSA Country Ledger Report

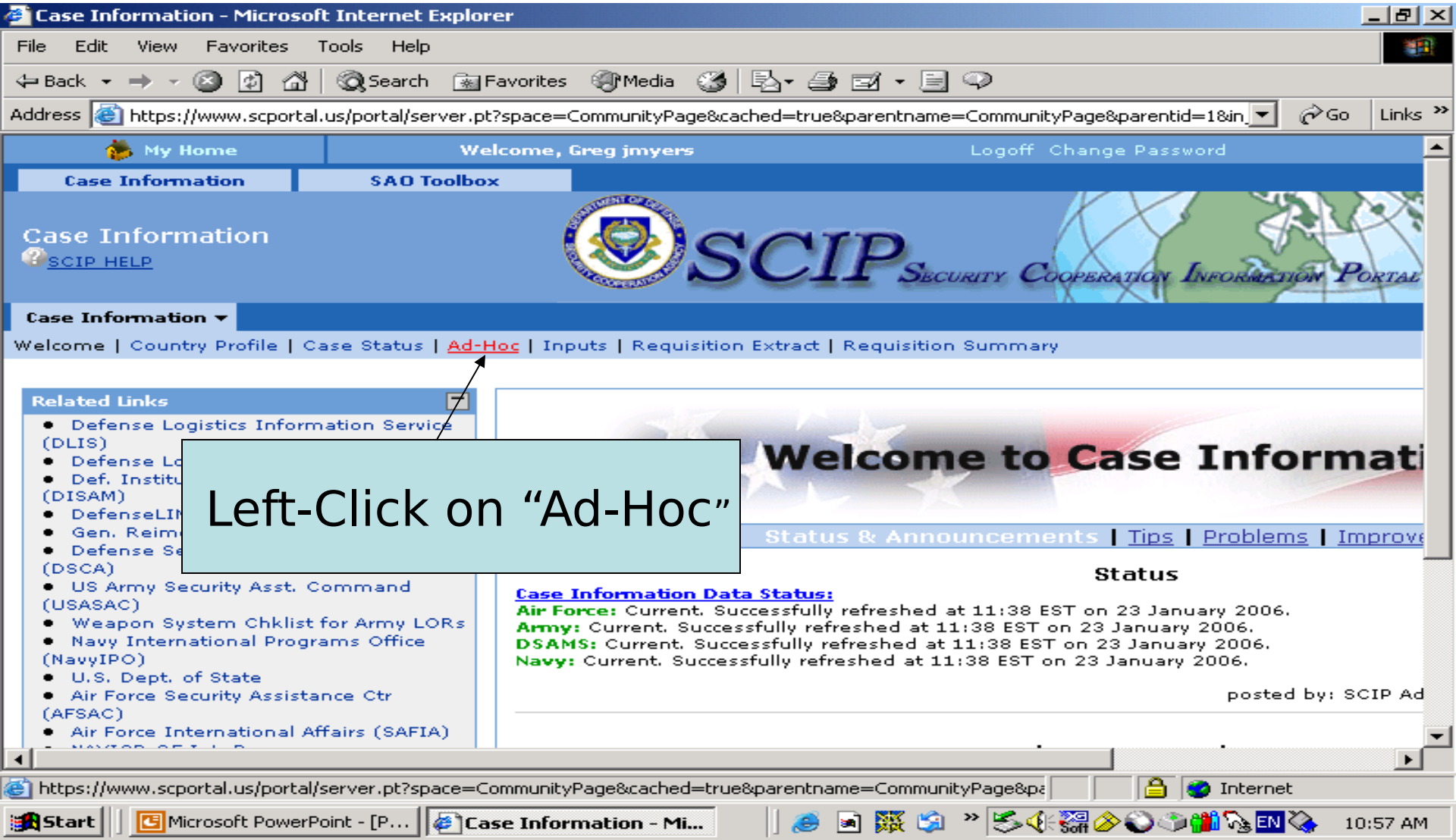
Advantages of SCIP Ad Hoc Report

- Timely
  - No production / mail / distribution delays
  - Data is current – daily downloads
- Easy to use
  - Just change report timeframes once query is established and saved
- Flexible
  - Country-unique data requirements and qualifiers
  - Data saved to EXCEL
    - Easy to sort, count/total, search, select and tailor data
    - Easy to distribute to required users
- Efficient

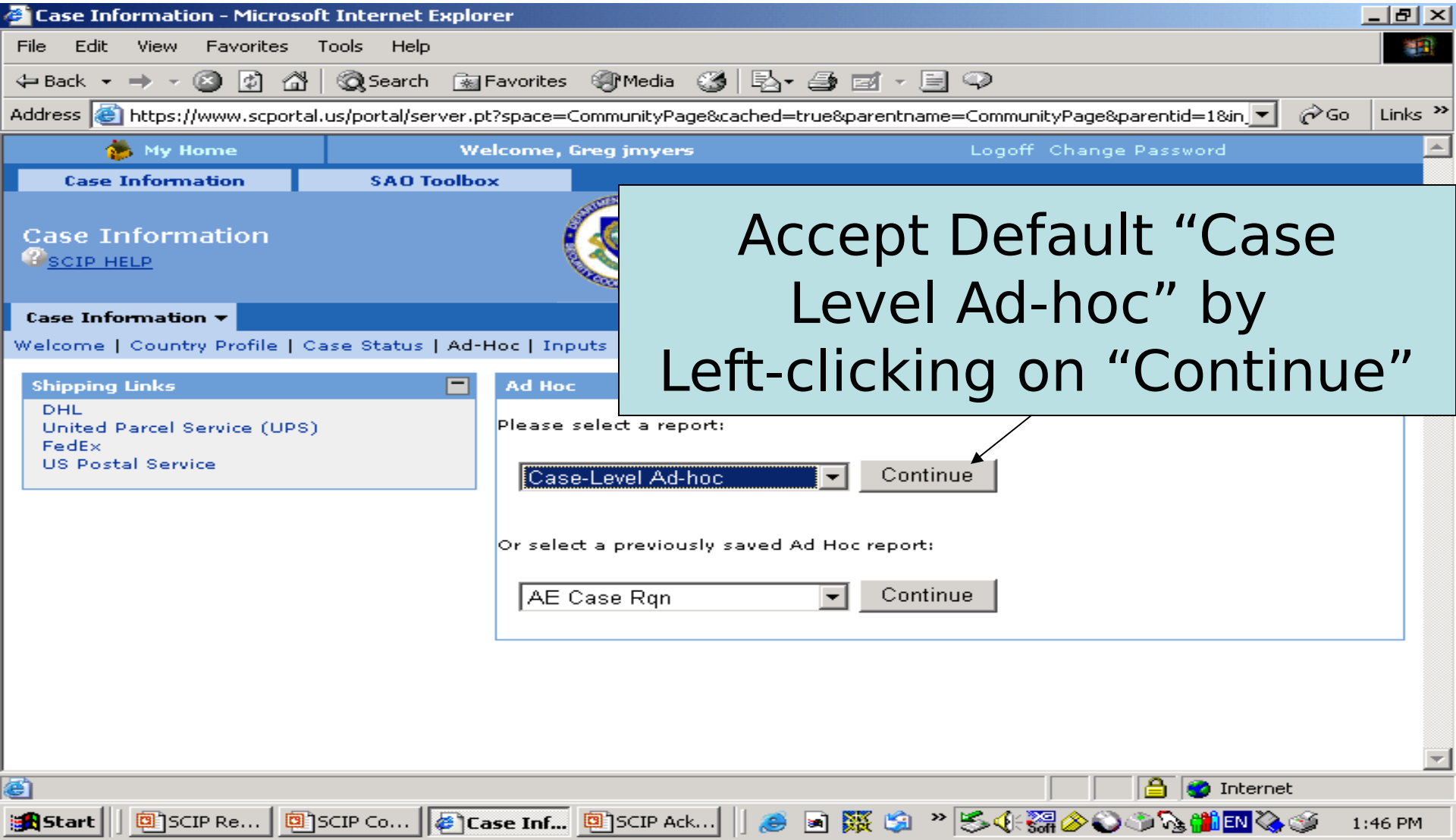
CISIL Report versus SCIP Data Element Names

CISIL	SCIP
Ctry	Country Code (not needed since country limited to it's own data)
Case	Case Designator Code
Total Requisition Authorized	Net Case Value
Requisition Authority Expended	Programmed Case Value
Percentage Expended	Not available – EXCEL calculation suggested if needed
Requisition Authority Remaining	Unprogrammed Case Value
Requisition Expiration Date	Not Available (and no longer applicable)

Initial Welcome Screen


Case Information - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.scportal.us/portal/server.pt?space=CommunityPage&cached=true&parentname=CommunityPage&parentid=1&in
Go Links
My Home
Welcome, Greg jmyers
Logoff Change Password
Case Information
SAO Toolbox
Case Information
SCIP HELP
SCIP Security Cooperation Information Portal
Case Information
Welcome | Country Profile | Case Status | Ad-Hoc | Inputs | Requisition Extract | Requisition Summary
Related Links
Defense Logistics Information Service (DLIS)
Defense Institute (DISAM)
Defense Security Cooperation Agency (DSCA)
US Army Security Asst. Command (USASAC)
Weapon System Chklist for Army LORs
Navy International Programs Office (NavyIPO)
U.S. Dept. of State
Air Force Security Assistance Ctr (AFSAC)
Air Force International Affairs (SAFIA)
Left-Click on "Ad-Hoc"
Welcome to Case Informati
Status & Announcements | Tips | Problems | Improve
Status
Case Information Data Status:
Air Force: Current. Successfully refreshed at 11:38 EST on 23 January 2006.
Army: Current. Successfully refreshed at 11:38 EST on 23 January 2006.
DSAMS: Current. Successfully refreshed at 11:38 EST on 23 January 2006.
Navy: Current. Successfully refreshed at 11:38 EST on 23 January 2006.
posted by: SCIP Ad
https://www.scportal.us/portal/server.pt?space=CommunityPage&cached=true&parentname=CommunityPage&pa
Internet
Start
Microsoft PowerPoint - [P...
Case Information - Mi...
10:57 AM

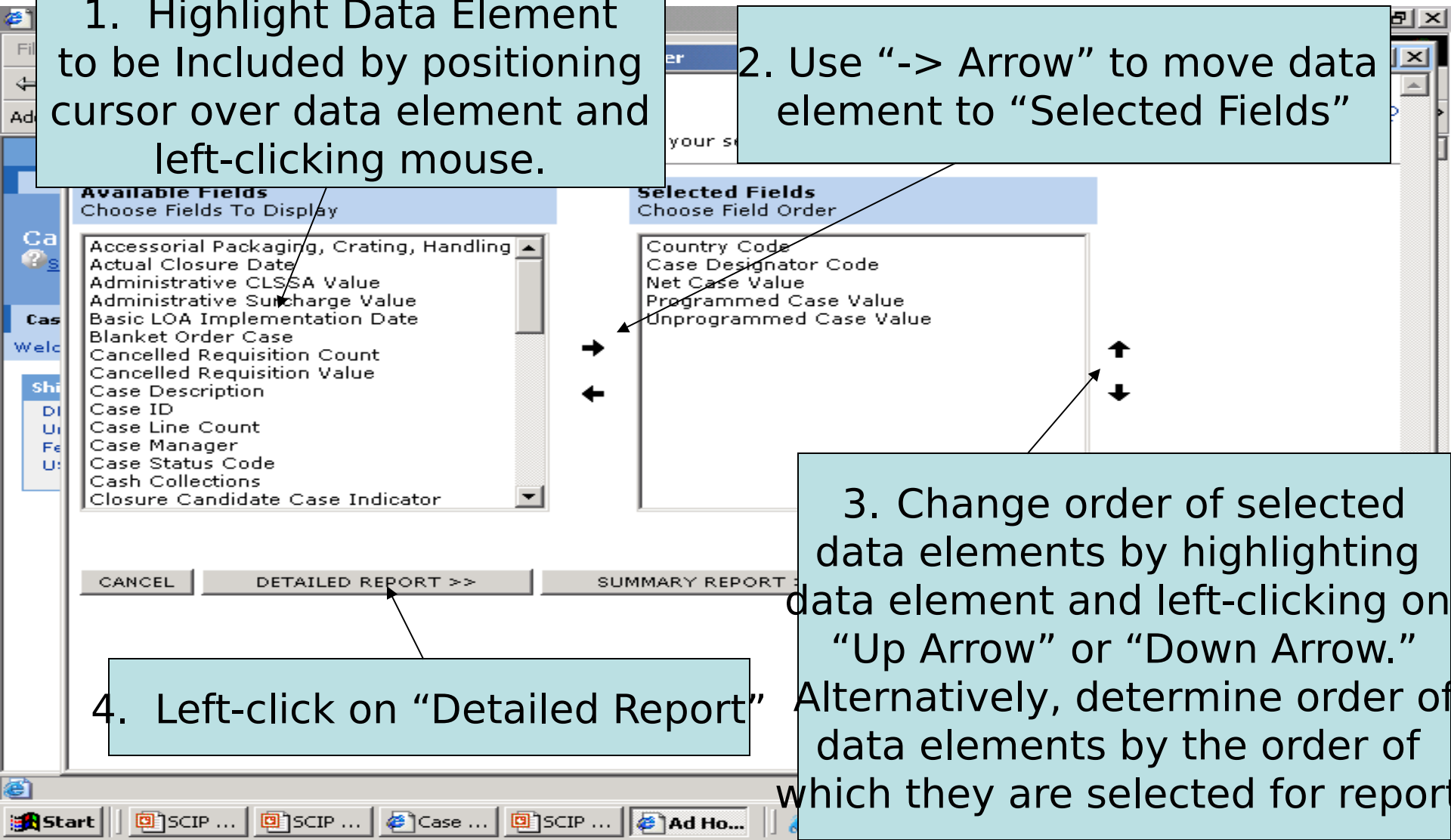
Select Type of Ad-Hoc Data



Select Data Elements for Report

1. Highlight Data Element to be Included by positioning cursor over data element and left-clicking mouse.

2. Use "-> Arrow" to move data element to "Selected Fields"



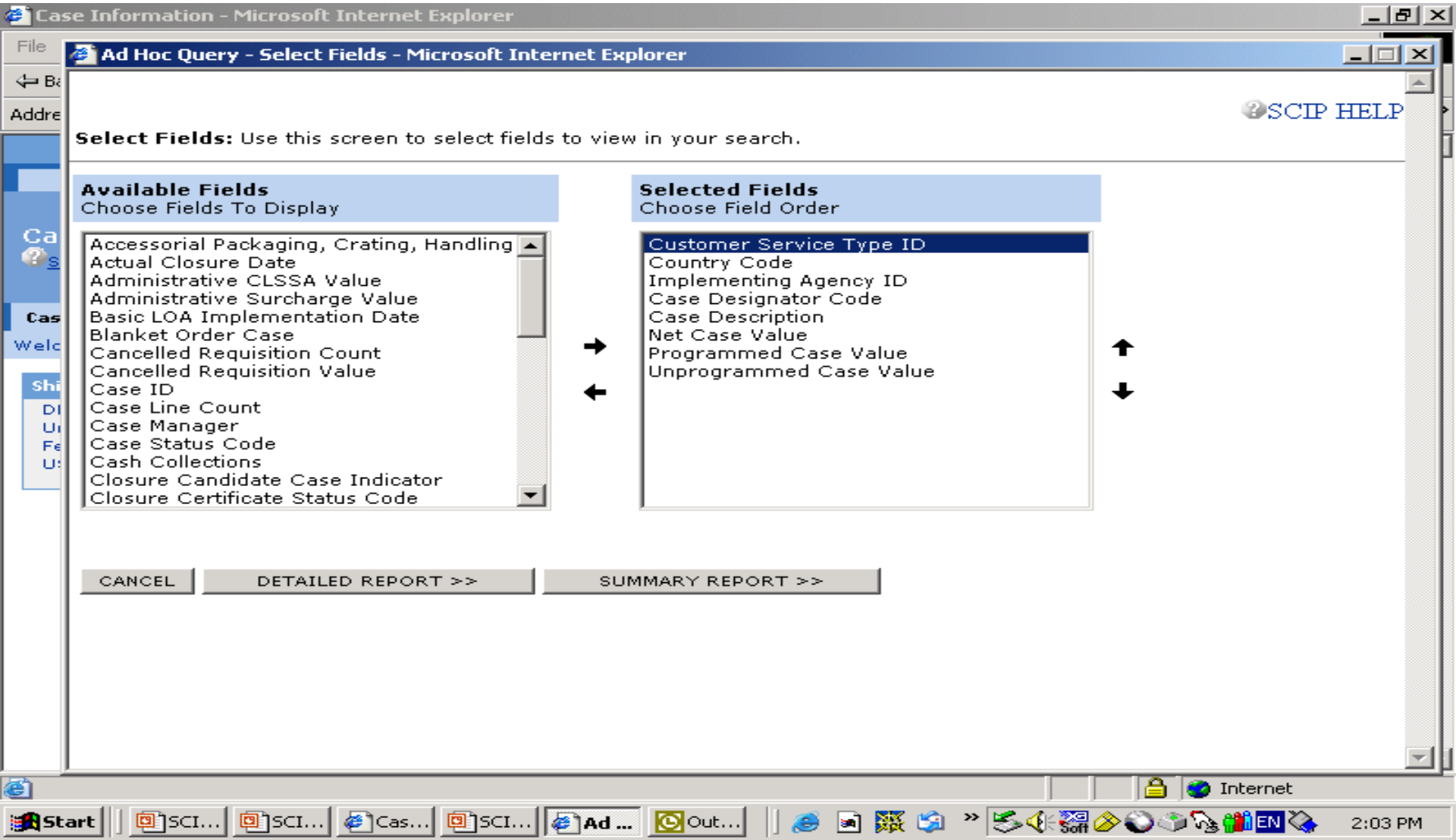
3. Change order of selected data elements by highlighting data element and left-clicking on "Up Arrow" or "Down Arrow." Alternatively, determine order of data elements by the order of which they are selected for report

4. Left-click on "Detailed Report"

Additional Potential Data Elements

- Case Description
  - Useful information, will often identify purpose of case or weapon system that case supports
- Customer Service Type ID
  - Identifies In-country Service or Customer, or who can use case for requisitioning purposes
- Implementing Agency ID
  - Create “Defense Department” level report versus “Army” report

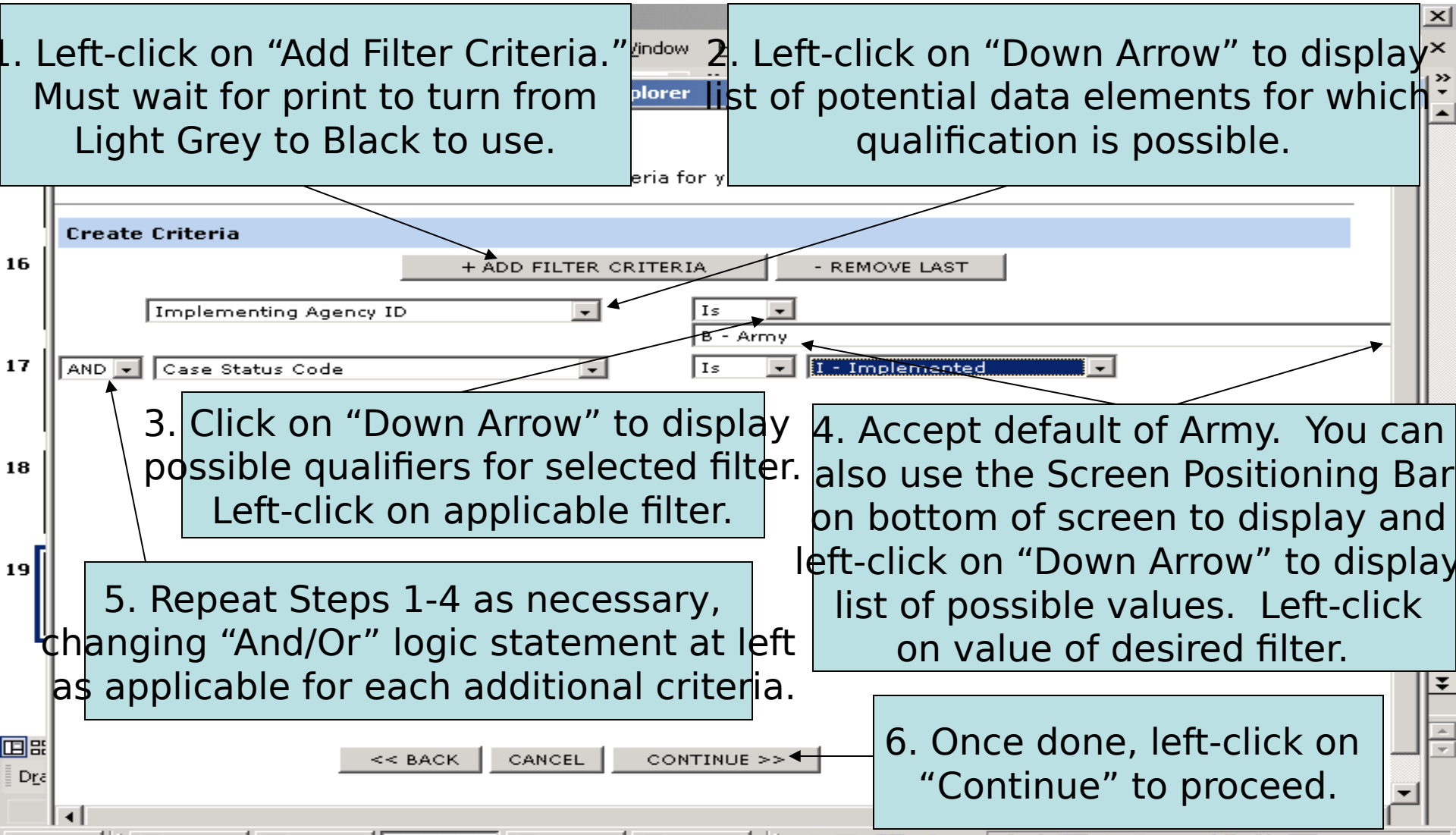
“Selected Fields” Display with Additional Recommended Data Elements



Record Selection Criteria

1. Left-click on “Add Filter Criteria.” Must wait for print to turn from Light Grey to Black to use.

2. Left-click on “Down Arrow” to display list of potential data elements for which qualification is possible.



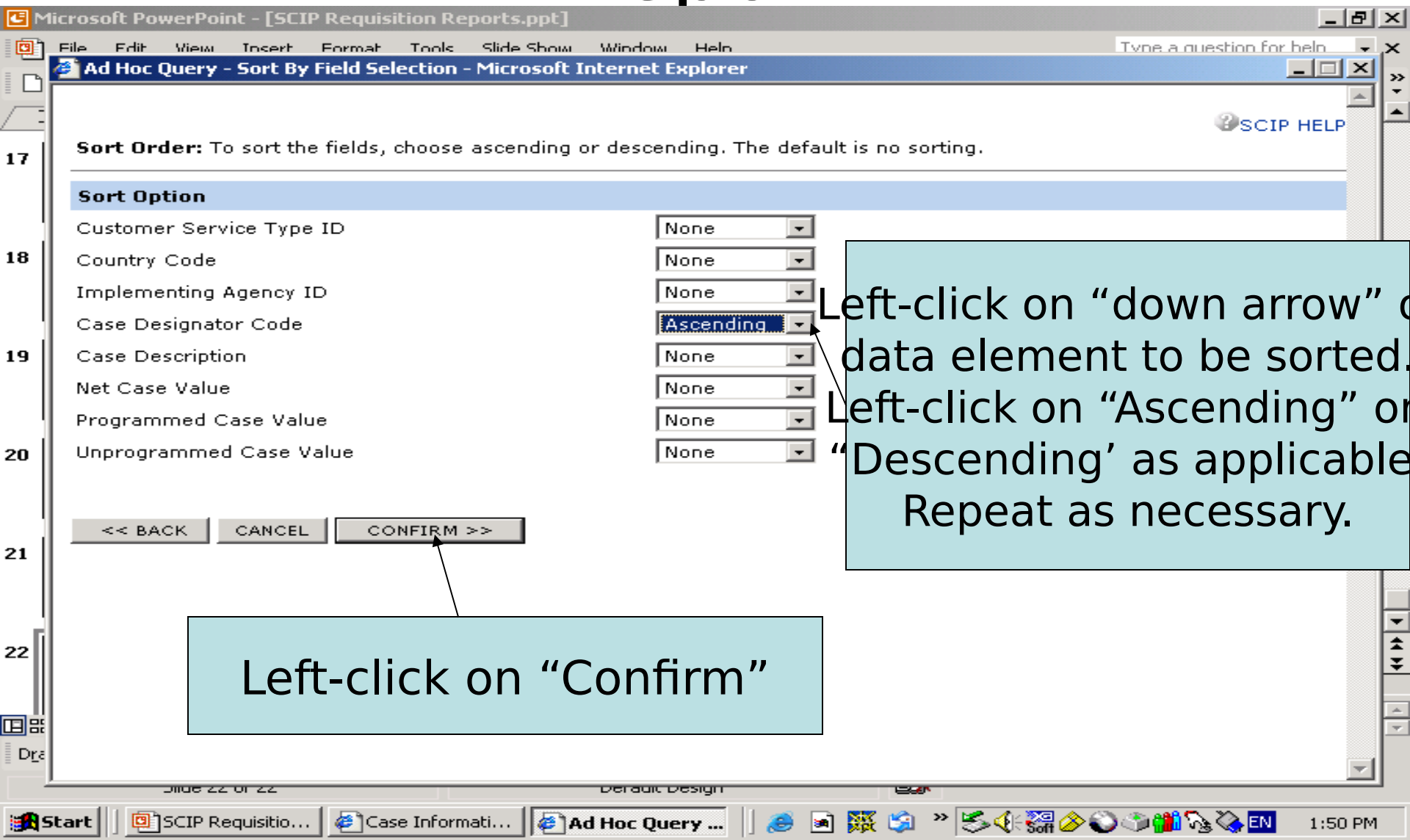
3. Click on “Down Arrow” to display possible qualifiers for selected filter. Left-click on applicable filter.

4. Accept default of Army. You can also use the Screen Positioning Bar on bottom of screen to display and left-click on “Down Arrow” to display list of possible values. Left-click on value of desired filter.

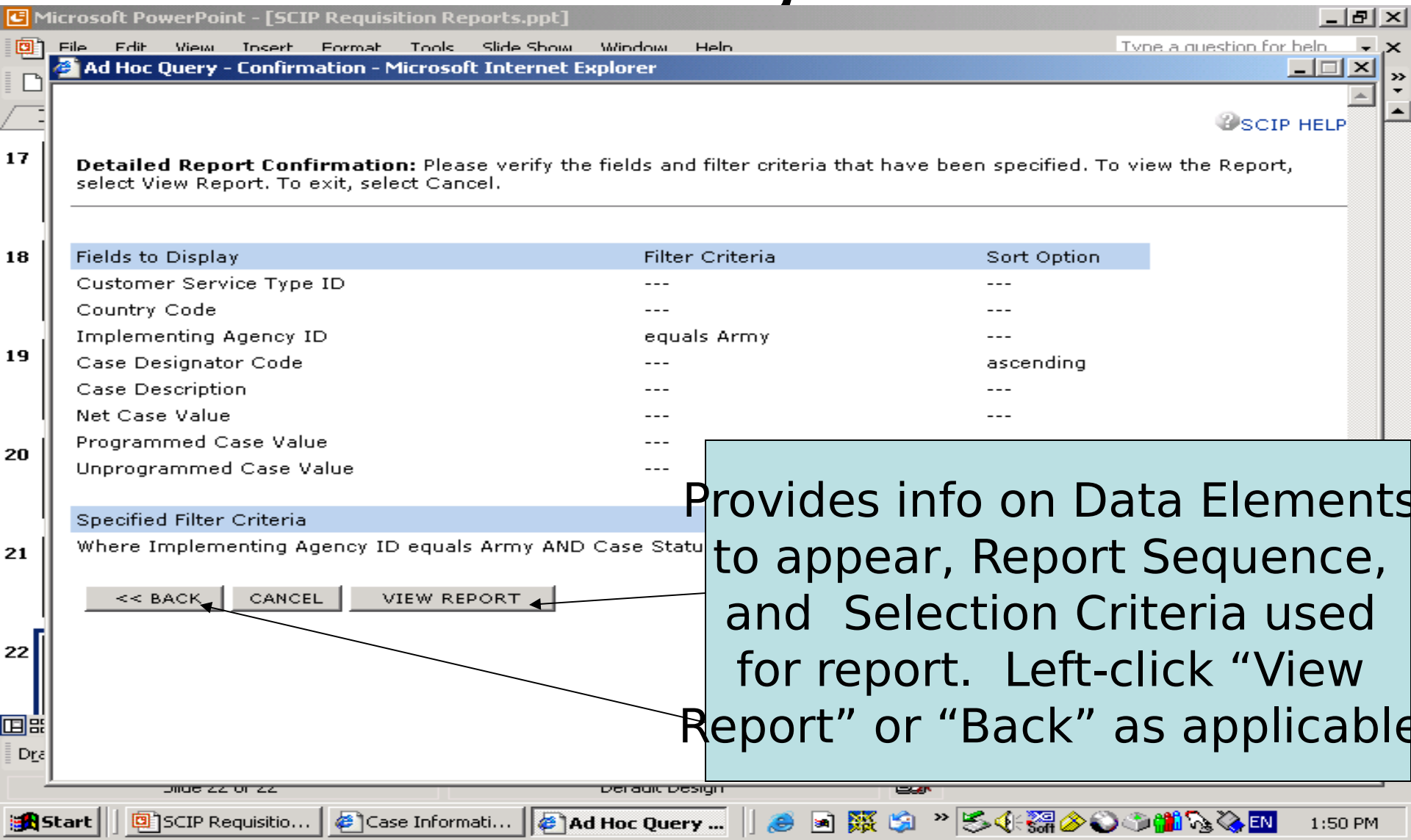
5. Repeat Steps 1-4 as necessary, changing “And/Or” logic statement at left as applicable for each additional criteria.

6. Once done, left-click on “Continue” to proceed.

Determine Sequence of Report



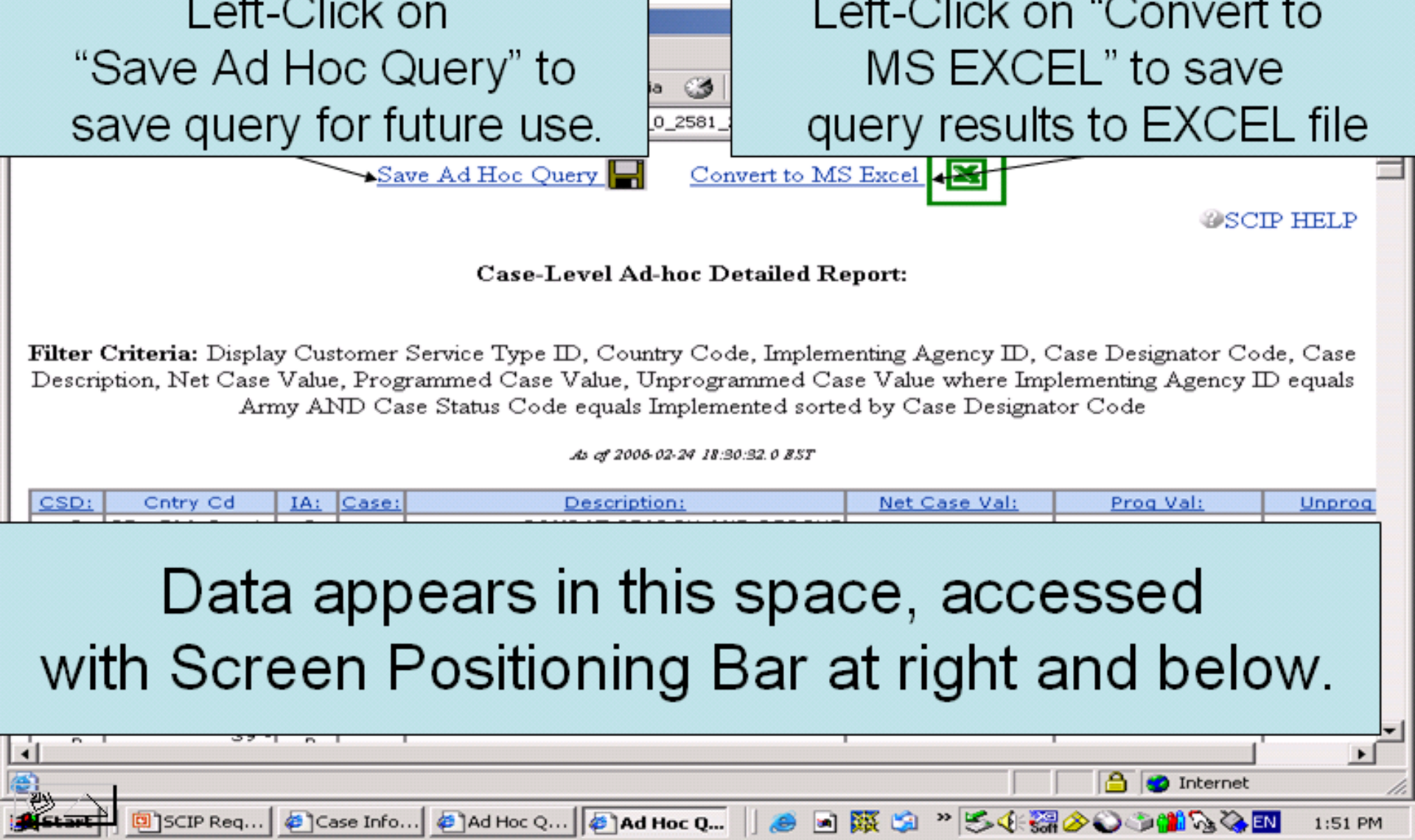
Confirmation of Report's Design


Microsoft PowerPoint - [SCIP Requisition Reports.ppt]
Ad Hoc Query - Confirmation - Microsoft Internet Explorer
SCIP HELP
Detailed Report Confirmation: Please verify the fields and filter criteria that have been specified. To view the Report, select View Report. To exit, select Cancel.
Fields to Display | Filter Criteria | Sort Option
Customer Service Type ID | --- | ---
Country Code | --- | ---
Implementing Agency ID | equals Army | ---
Case Designator Code | --- | ascending
Case Description | --- | ---
Net Case Value | --- | ---
Programmed Case Value | ---
Unprogrammed Case Value | ---
Specified Filter Criteria
Where Implementing Agency ID equals Army AND Case Statu
<< BACK
CANCEL
VIEW REPORT
Provides info on Data Elements to appear, Report Sequence, and Selection Criteria used for report. Left-click "View Report" or "Back" as applicable

“Country Ledger Report” Screen

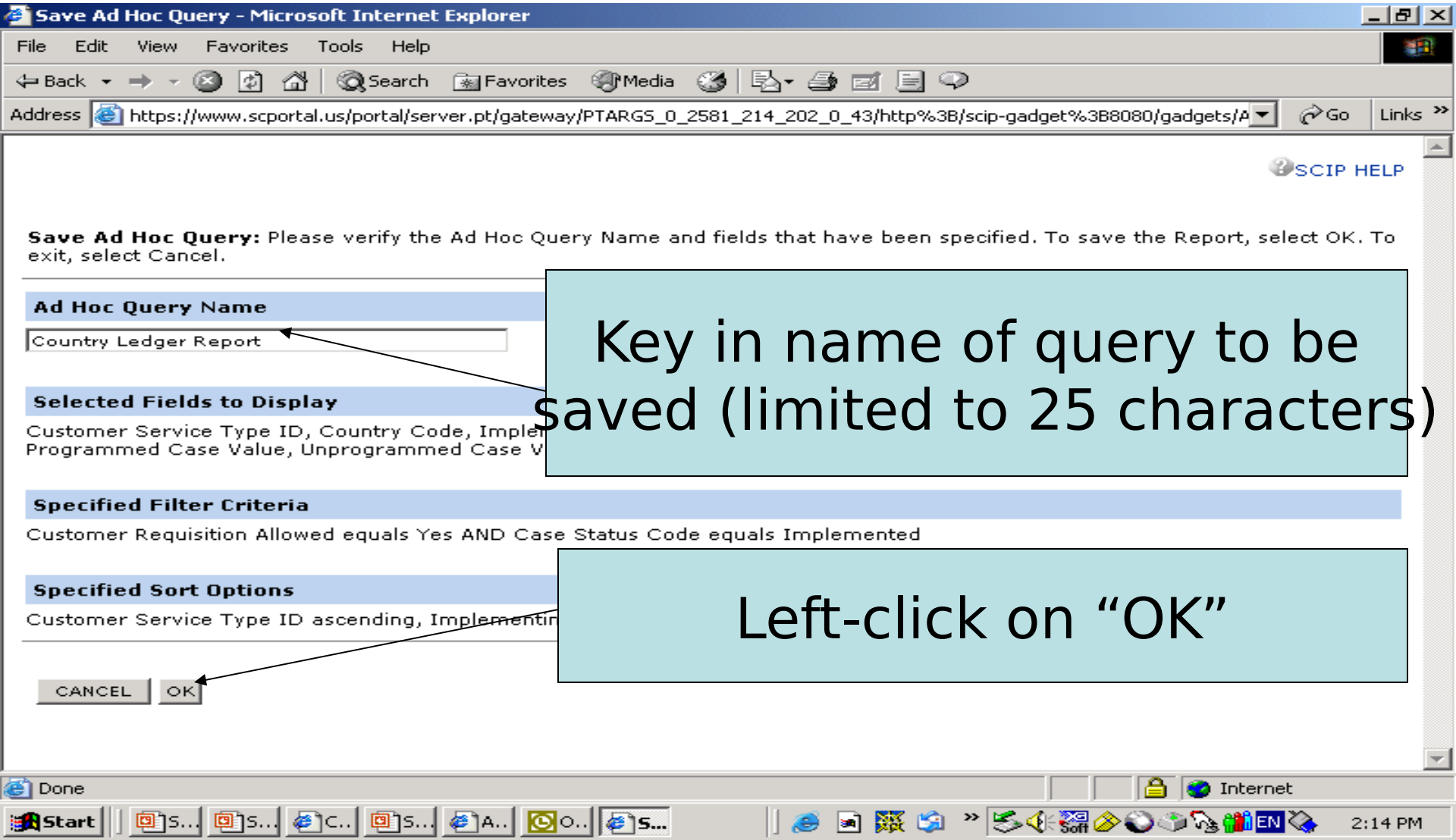
Left-Click on “Save Ad Hoc Query” to save query for future use.

Left-Click on “Convert to MS EXCEL” to save query results to EXCEL file

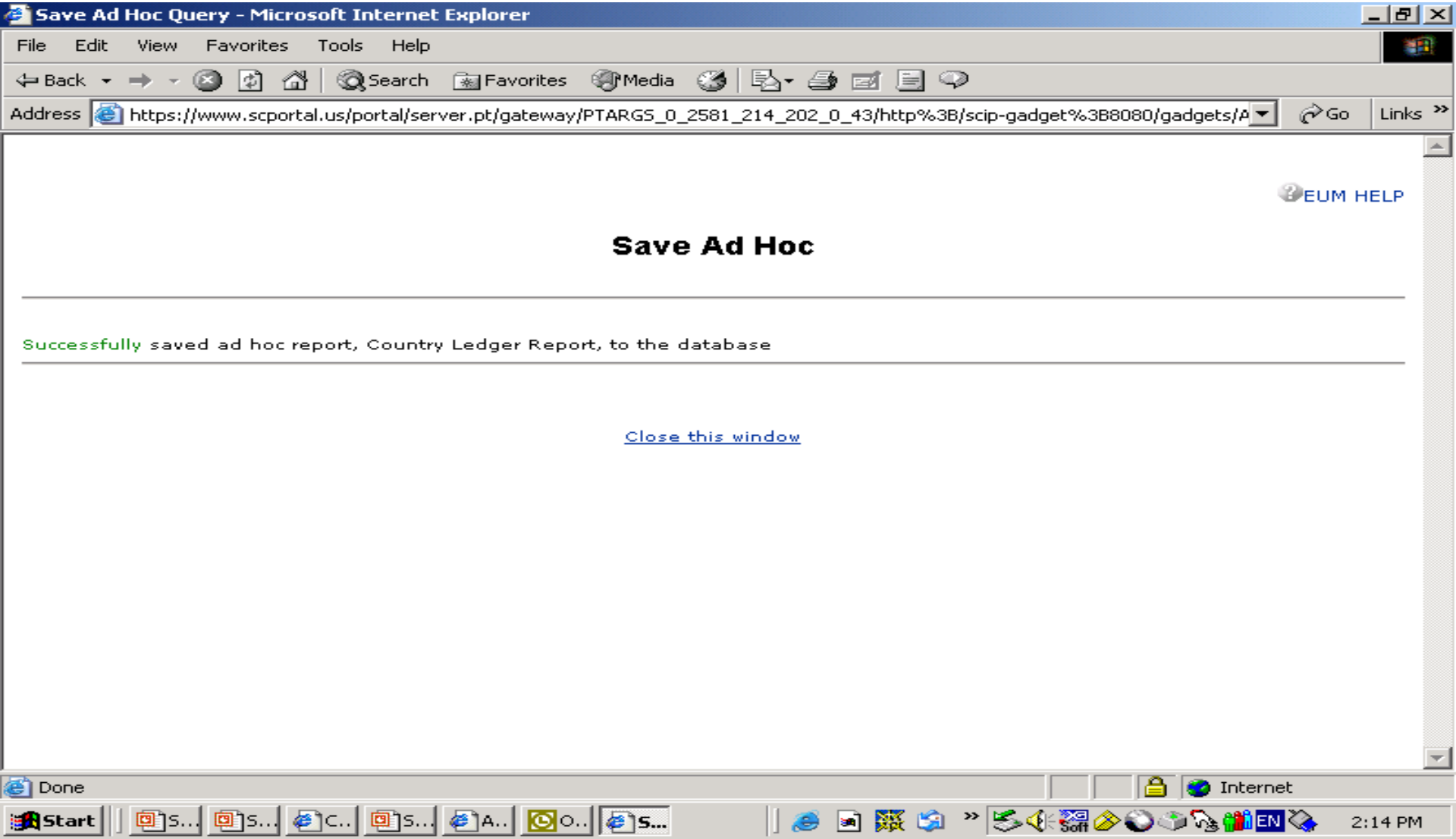

Save Ad Hoc Query
Convert to MS Excel
SCIP HELP
Case-Level Ad-hoc Detailed Report:
Filter Criteria: Display Customer Service Type ID, Country Code, Implementing Agency ID, Case Designator Code, Case Description, Net Case Value, Programmed Case Value, Unprogrammed Case Value where Implementing Agency ID equals Army AND Case Status Code equals Implemented sorted by Case Designator Code
As of 2006-02-24 18:30:32.0 EST
CSD:
Cntry Cd
IA:
Case:
Description:
Net Case Val:
Prog Val:
Unprog
Internet
SCIP Req...
Case Info...
Ad Hoc Q...
Ad Hoc Q...
1:51 PM

Data appears in this space, accessed with Screen Positioning Bar at right and below.

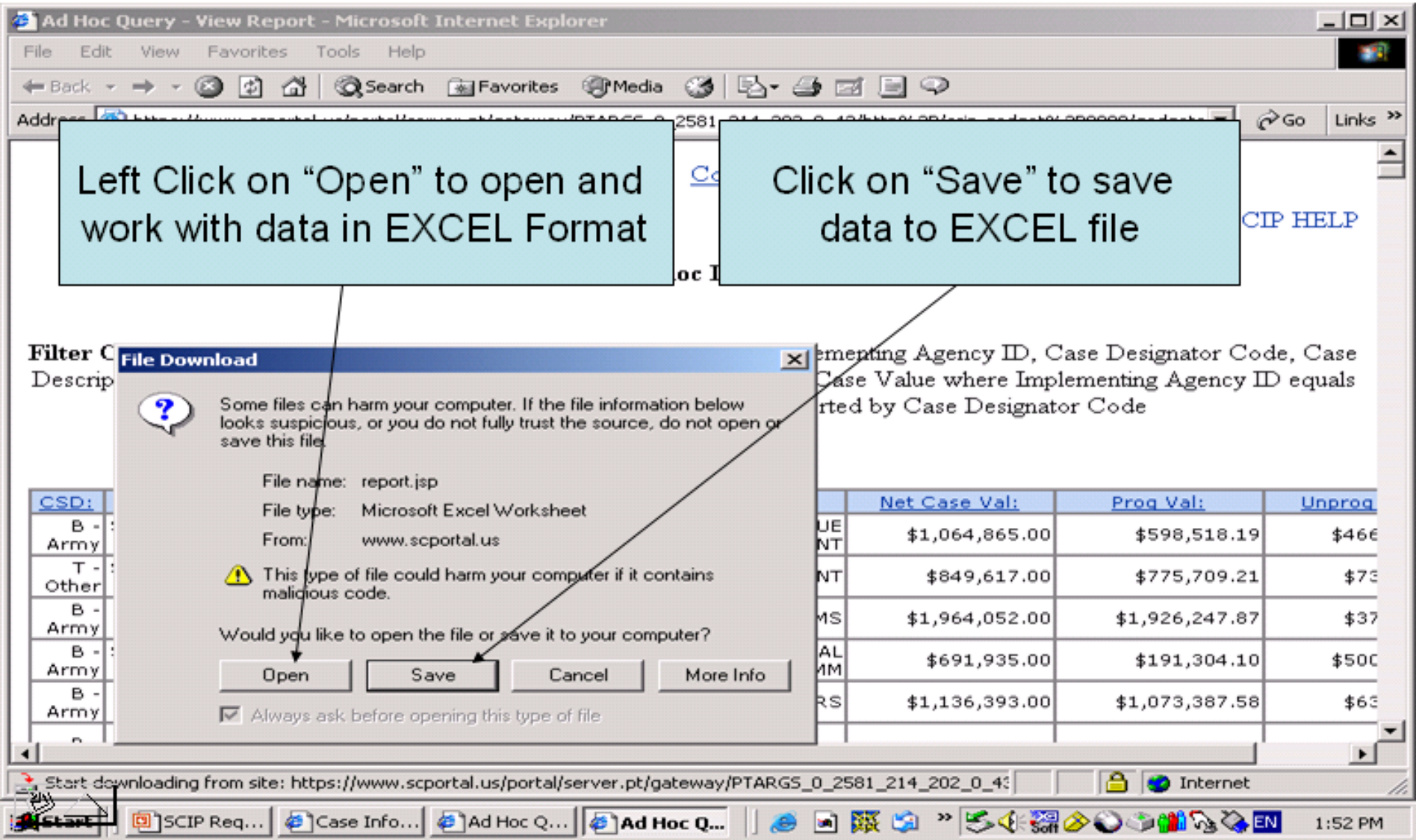
Saving Ad-hoc Query


Save Ad Hoc Query - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.scportal.us/portal/server.pt/gateway/PTARGS_0_2581_214_202_0_43/http%3B/scip-gadget%3B8080/gadgets/A
Go Links
SCIP HELP
Save Ad Hoc Query: Please verify the Ad Hoc Query Name and fields that have been specified. To save the Report, select OK. To exit, select Cancel.
Ad Hoc Query Name
Country Ledger Report
Selected Fields to Display
Customer Service Type ID, Country Code, Implem
Programmed Case Value, Unprogrammed Case V
Specified Filter Criteria
Customer Requisition Allowed equals Yes AND Case Status Code equals Implemented
Specified Sort Options
Customer Service Type ID ascending, Implementin
CANCEL
OK
Key in name of query to be saved (limited to 25 characters)
Left-click on “OK”
Done
Internet
Start
2:14 PM

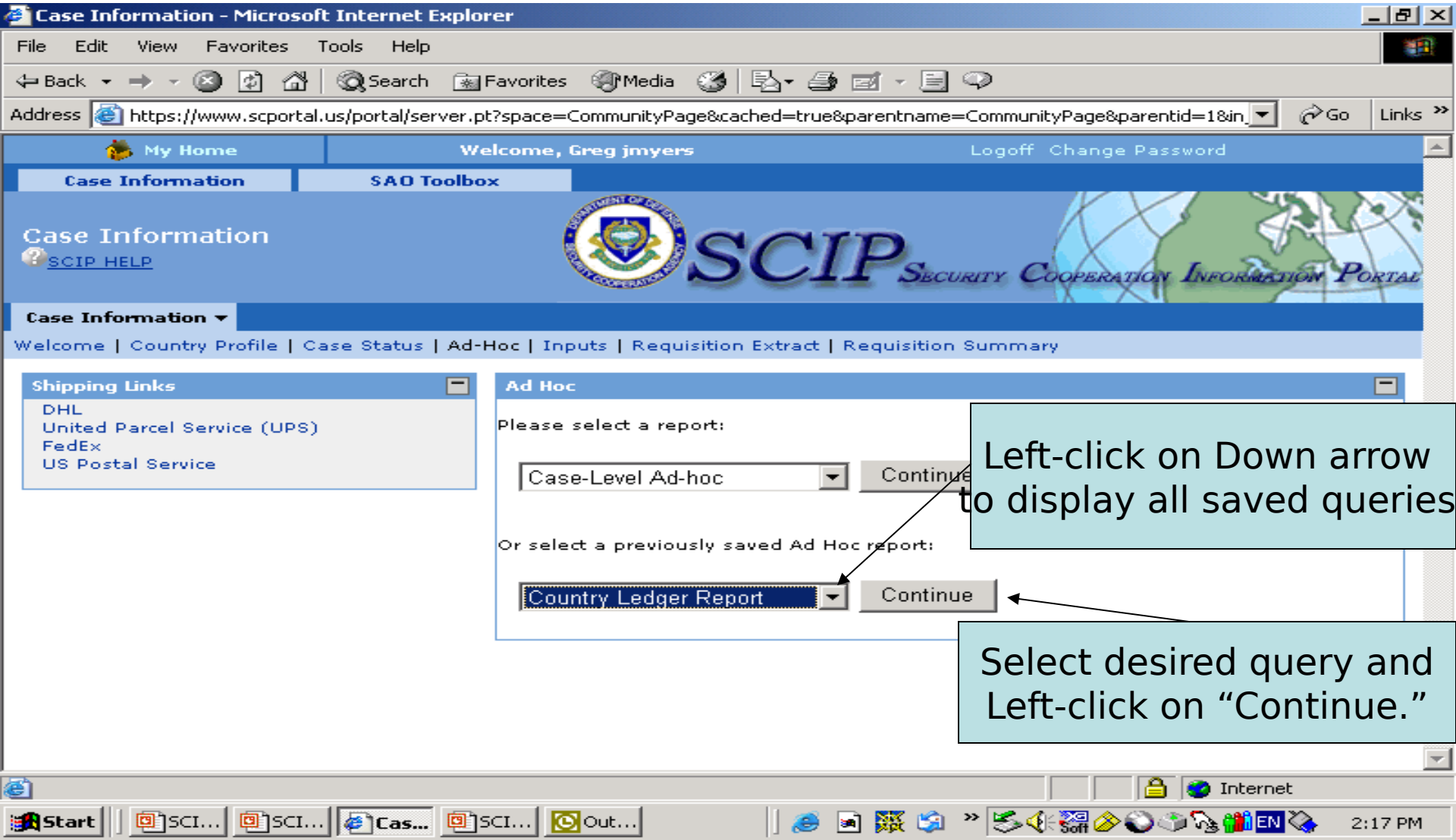
Saved Query Confirmation Screen



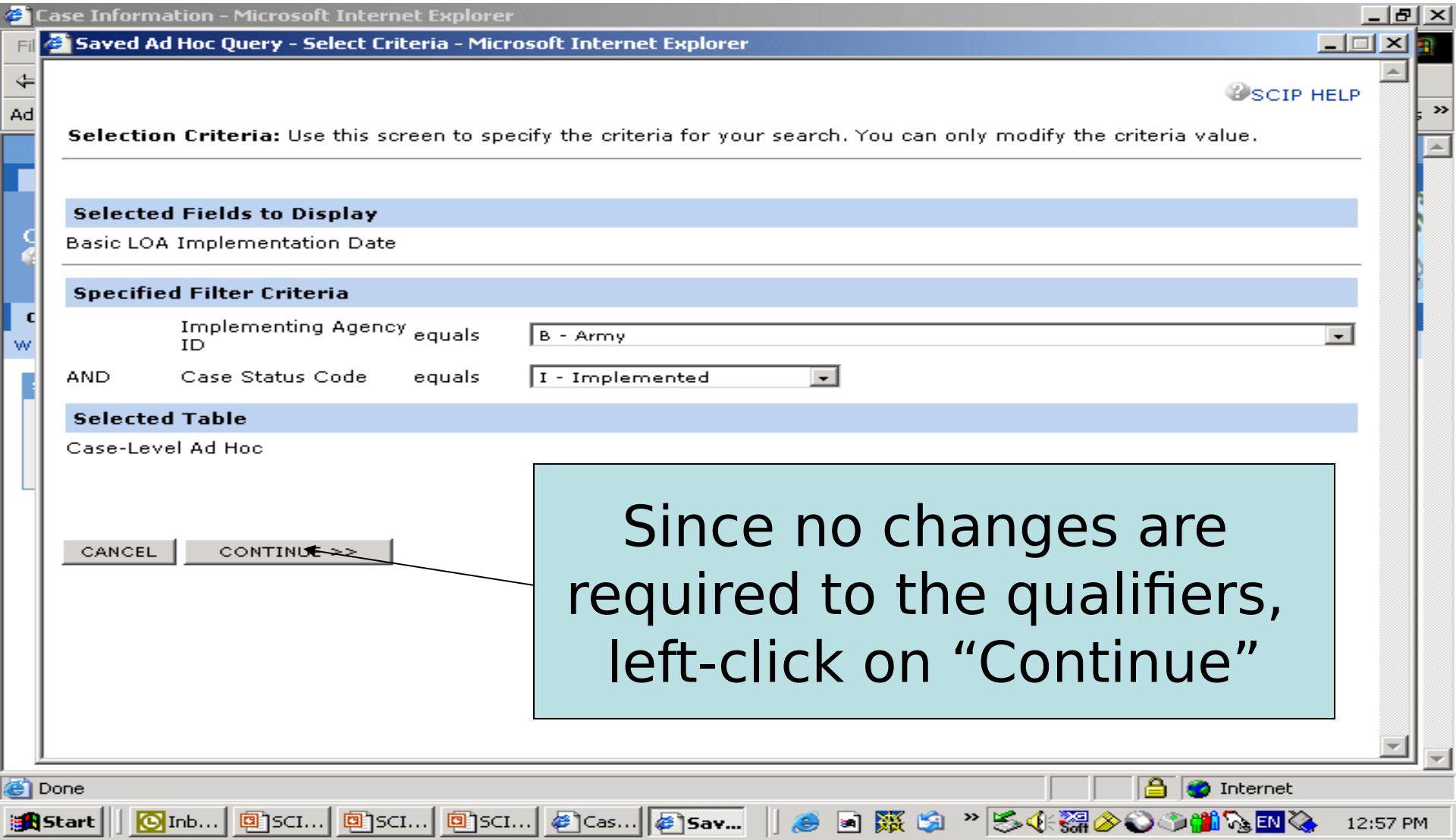
Save Query Results to MS EXCEL



Accessing Saved Queries



Modifying Saved Queries


Case Information - Microsoft Internet Explorer
Saved Ad Hoc Query - Select Criteria - Microsoft Internet Explorer
SCIP HELP
Selection Criteria: Use this screen to specify the criteria for your search. You can only modify the criteria value.
Selected Fields to Display
Basic LOA Implementation Date
Specified Filter Criteria
Implementing Agency ID equals B - Army
AND Case Status Code equals I - Implemented
Selected Table
Case-Level Ad Hoc
CANCEL
CONTINUE >>
Since no changes are required to the qualifiers, left-click on “Continue”
Done
Internet
Start
12:57 PM